This is a wonderful opportunity for you to make this school year extra special for your child and their classmates while helping the PTA and school! While this is a rewarding and fun job for all, the volunteers do have some very important responsibilities. For a complete list of responsibilities, please read the Class Parent Handbook and return the Class Parent Sign-Up form to school.

The next General PTA Meeting will be held on October 21st. We strongly recommend you attend this meeting.

This year, classrooms will have four parties throughout the school year: Halloween (Oct 31), Winter (Dec 20), Valentine’s Day (Feb 14) and End-of-Year (June 16).

Each classroom requires a Room Parent to host along with two Event Volunteers per party.

As a Room Parent, you will be responsible for:
- A few weeks prior to your assigned party, contact your teacher and introduce yourself as the room parent for the upcoming party.
- Understand the teachers’ expectations for parent involvement during class party。(date, time, # of students, food allergies)
  - Ask for the teacher’s input for the craft/game/activity. Some teachers may have something in mind that they want the Room Parent to execute. Discuss that with them prior to planning.
- Once you know the requirements, contact your Event Volunteers so they understand what is expected from them.
- Organize a party by planning an activity or craft for the class.
- Ask families for donations (food, beverages, paper goods, and any items needed for crafts or goodie bags). We encourage you use sign up genius (www.signupgenius.com) to ask for contributions. Since you may not have everyone’s email address, you should send home a paper copy of the link to the class.
- Introduce yourself to other classroom parents.
- Within 3 days of party, confirm your classroom list of parent volunteers to PTA at memorialschoolpta@gmail.com and copy Sally Stavola at sjs6808@yahoo.com.
- Obtain class list from PTA to be shared with other class parents for class party communication only.
- If needed, recruit and coordinate volunteers for class activities/parties.

As an Event Volunteer, you will be responsible for:
- Assisting the Room Parent during the class party, including coordination if needed, set up and clean up.
Room Parent Sign-Up
Please use QR code (link also available on PTA website) to fill out the Google Form by September 23rd!

If you do not have a computer or device, you can fill the form out below and return to the school.

*If you would like to help in more than one classroom, please fill out a separate form for each child*

CHILD’S NAME: ___________________________________________

TEACHER: __________________________________________

GRADE: __________________________________________ Pre-K: qAM or qPM

Parent/Guardian Information

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Preferred title:   q Room Parent
q Event Volunteer

Preferred event:  q Halloween       q Winter
q Valentine’s     q End of Year

___ I have read the [Class Parent Handbook](#) and understand all Room Parent responsibilities.

___ Check here if you are volunteering for more than one classroom so we can coordinate accordingly. Please list additional children and teachers below:

Child, Grade & Teacher __________________________________________

Child, Grade & Teacher __________________________________________

Child, Grade & Teacher __________________________________________

DATE: __________________________

Questions? Please contact Sally Stavola @ (732) 715-6639 sjs6808@yahoo.com with Class Name as subject